



# Program Planning & Evaluation Committee Meeting

Zoom link: <https://fresnoeoc.zoom.us/j/86150520721>

Meeting ID: 861 5052 0721

1-669-900-6833



## **PROGRAM PLANNING & EVALUATION COMMITTEE MEETING AGENDA**

**MAY 9, 2022 AT 12:00 PM**

### **1. CALL TO ORDER**

### **2. ROLL CALL**

### **3. APPROVAL OF APRIL 11, 2022 MINUTES**

A. April 11, 2022 Program Planning and Evaluation Committee Meeting Minutes	<b>Approve</b>	<b>3</b>
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### **4. HEAD START 0-5**

A. February 2022 Monthly Program Update Report (PUR)	<b>Approve</b>	<b>6</b>
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### **5. WOMEN, INFANTS, AND CHILDREN**

A. WIC Funding Contract	<b>Ratify</b>	<b>10</b>
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### **6. EQUITY AND IMPACT**

A. Grant Tracker	<b>Information</b>	<b>12</b>
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### **7. OTHER BUSINESS**

The next meeting is scheduled on Monday, June 13, 2022 at 12:00 p.m.

### **8. PUBLIC COMMENTS**

(This portion of the meeting is reserved for persons wishing to address the Committee on items within jurisdiction but not on the agenda. Comments are limited to three minutes).

### **9. ADJOURNMENT**

**PROGRAM PLANNING AND EVALUATION COMMITTEE****Monday, April 11, 2022****12:00 p.m.****MINUTES****1. CALL TO ORDER**

Amy Arambula, called the meeting to order at 12:06 p.m.

**2. ROLL CALL**

Roll was called and a quorum was established.

**Committee Members:**

Amy Arambula  
Sherry Neil  
Alysia Bonner  
Linda R. Hayes

**Staff:**

Michelle Tutunjian  
Karina Perez  
Emilia Reyes  
Elionora Vivanco  
Joseph Amader  
Jon Escobar  
Thomas Dulin  
Jane Thomas

Jeff Davis  
Jack Lazzarini  
Shawn Riggins  
Kelsey McVey

**Absent:**

Charles Garabedian  
Steven Taylor

**3. APPROVAL OF MARCH 14, 2022 MINUTES**

Public Comments: None heard.

**Motion by:** Bonner **Second by:** Hayes

**Ayes:** Arambula, Neil, Bonner, Hayes.

**Nays:** None

**4. TRAINING AND EMPLOYMENT**

A. Apprenticeship Building America

Jeff Davis, Training and Employment Services Division Director, provided an overview of the Apprenticeship Building America application to the U.S. Department of Labor in the amount of \$3 million over a four-year period, expected to begin July 1, 2022. Hayes inquired about the partnership with the City of Fresno and State Center Community College District under this proposal. Davis and Tutunjian explained the partnership. Arambula inquired about the length of each cohort. Davis responded 12 weeks per cohort. Arambula inquired about the Apprenticeship cohorts to be conducted at varying rural communities. Davis explained the process. Arambula recommended for this item to be pulled from consent and presented at the May Board Meeting. Tutunjian confirmed PowerPoint to be prepared to present item at the May Board Meeting.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Neil

**Ayes:** Arambula, Neil, Bonner, Hayes.

**Nays:** None

B. Local Conservation Corps Grant Program

Shawn Riggins, Local Conservation Corps Director, provided an overview of the annual Local Conservation Corps Grant Program to the California Department of Resources Recycling and Recovery in the amount of \$1,853,285.00 over a 24-month period beginning July 1, 2022. Arambula inquired about the status of adding a Buyback/Recycling Center. Riggins provided an update.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Bonner

**Ayes:** Arambula, Neil, Bonner, Hayes.

**Nays:** None

5. **TRANSIT SYSTEMS**

A. Vehicle Maintenance Agreement

Thomas Dulin, Transit Systems Director, provided an overview of the of Fresno EOC Vehicle Maintenance Agreement with The Arc Fresno/Madera Counties to provide maintenance services up to \$175,000 over a 12-month period beginning June 1, 2022. Arambula and Hayes inquired about the process to provide maintenance services. Thomas and Tutunjian explained the process. Hayes inquired about the number of vehicles to receive maintenance services. Thomas responded 70 vehicles.

Public Comments: None heard.

**Motion by:** Bonner **Second by:** Hayes

**Ayes:** Arambula, Neil, Bonner, Hayes.

**Nays:** None

6. **ENERGY SERVICES**

A. Low-Income Household Water Assistance Program

Joseph Amader, Energy Services Division Director, provided an overview of the Low-Income Household Water Assistance Program Agreement #21W-9003 with the State of California Department of Community Services and Development in the amount of \$2,803,455. Arambula inquired about the process required for Water Districts to enroll and qualify for services under this agreement. Amader described the process. Arambula recommended for this item to be pulled from consent and presented at the May Board Meeting. Tutunjian confirmed PowerPoint to be prepared to present item at the May Board Meeting.

Public Comments: None heard.

**Motion by:** Bonner **Second by:** Neil

**Ayes:** Arambula, Neil, Bonner, Hayes.

**Nays:** None

B. Roofing-Electrical Contract Service Agreements

Amader provided an overview of the three Contract Services Agreements totaling \$330,275.23 for roofing and/or electrical services for a 14-month period beginning April 1, 2022.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Neil

**Ayes:** Arambula, Neil, Bonner, Hayes.

**Nays:** None

**7. HEAD START 0-5 – HEALTH SERVICES – WIC – AFRICAN AMERICAN COALITION**

A. Community Learning Center Operator

Jack Lazzarini, Chief Programs Officer, provided an overview of the Community Learning Center (CLC) application submitted to First 5 Fresno County on March 30, 2022, in the amount of \$150,000. Arambula inquired about physical location of the CLC. Lazzarini responded CLC is located on the second floor of the Lighthouse for Children facility in downtown Fresno.

Public Comments: None heard.

**Motion by:** Neil **Second by:** Bonner

**Ayes:** Arambula, Neil, Bonner, Hayes.

**Nays:** None

**8. HEALTH SERVICES**

A. Comprehensive Sexual Health Education Services

Jane Thomas, Health Services Director, provided an overview of the Comprehensive Sexual Health Education Services grant for fiscal years 2022-2025 submitted to Fresno Unified School District on March 8, 2022, in the amount of \$1,518,359. Arambula commended Health Services pursuing this opportunity.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Bonner

**Ayes:** Arambula, Neil, Bonner, and Hayes.

**Nays:** None

**9. EQUITY AND IMPACT**

A. Grant Tracker

Public Comments: None heard.

No action required.

**10. OTHER BUSINESS**

The next meeting is scheduled on Monday, May 9, 2022.

**11. PUBLIC COMMENTS**

Public Comments: None heard.

**12. ADJOURNMENT**

The meeting was adjourned at 12:51 p.m.

Respectfully submitted,

Amy Arambula  
Committee Chair



## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> May 9, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 4A	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> February 2022 Monthly Program Update Report (PUR)	<b>Officer:</b> Jack Lazzarini

### Recommended Action

Staff recommends Committee approval for full Board consideration of the Head Start 0 to 5 February 2022 Monthly Program Update Report.

### Background

As per mandate, Head Start agencies provide monthly updates to the Board and Policy council, written as required by the Head Start Act of December 12, 2007, Section 642 Powers and Functions of Head Start Agencies (d) Program Governance Administration, (2) Conduct of Responsibilities, (A) through (I).

Below is a reference to the requirement.

*(2) Conduct of Responsibilities – Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations. . .*

The report includes all areas mandated by the Head Start Act, not reported elsewhere: (B) monthly program activity summaries; (C) program enrollment reports; (D) monthly reports of meals and snacks provided through the U.S. Department of Agriculture; (H) communication and guidance from the Secretary of Health and Human Services.

The excluded information reported separately includes: (A) monthly financial reports including credit cards, (E) financial audit report, (F) annual Self-Assessment (G) community-wide strategic planning (Community Assessment) and the (I) Annual Program Information Report (PIR).

The February 2022 Program Update Report is attached for review.

### Fiscal Impact

Not Applicable.



## **Conclusion**

If approved by the Committee, this item will move forward for full Board consideration at the May 25, 2022 Commission Meeting.

The County-Wide Policy Council and the Fresno EOC Board of Commissioners must have timely and accurate information in order to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5. The staff have implemented this report to provide information monthly for these purposes.



**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

**REPORT MONTH: FEBRUARY 2022**

**I. Head Start 0 to 5**

Program Information Summary:

1. The 2022-2023 Program Calendar draft is being revised by Senior Management
2. Quality Assurance Manager facilitated meetings with service areas to see what ChildPlus can do to assist in gathering data in moving forward with the goal of going paperless.
3. A recruitment committee made up of the Home Base Services Manager, Education Services Manager and Child Development Coordinator will be strategizing to come up with ideas on how to recruit teaching staff for both Early Head Start and Head Start to fill vacancies.
4. February 7, 2022, Lincoln's Birthday Holiday, centers/sites were closed.
5. February 8-11, 2022, Self-Assessment II took place; service areas reported their findings on the data reviewed.
6. February 22, 2022, classes re-opened to provide in classroom learning to children.

**II. Communication and Guidance from the United States Health and Human Services (HHS) Secretary:**

On February 28, 2022, communication from the Office of Head Start (OHS) informed programs of the recommendation from Centers for Disease Control and Prevention (CDC) in regards to mask requirements. In conjunction with the updated COVID-19 Community Levels, the CDC recommends that people should wear masks depending on the level of COVID-19 in their community. As a result, the new CDC mask recommendations differ from the masking requirement in the Interim Final Rule with Comment Period (IFC), [Vaccine and Mask Requirements to Mitigate the Spread of COVID-19 in Head Start Programs](#). At this time, the IFC remains the applicable regulation for Head Start programs except in those parts of the country where the OHS is subject to [preliminary injunctions](#) and temporary restraining orders which prevent implementation and enforcement of the rule. Head Start programs should continue to follow the requirements laid out in the IFC in all states not subject to preliminary injunctions. While reviewing the new CDC recommendations, OHS will not evaluate compliance with the mask requirement in its program monitoring. This pause on monitoring for compliance with the mask requirement will apply to all programs. Before resuming monitoring for compliance with the mask requirement, OHS will provide the grant recipient community with at least two weeks' notice prior to implementing any changes.

**III. Early Head Start**

Program Information Summary:

1. Center Base and Home Base will be reviewing the current Case Conference form to be in alignment with what Head Start is currently using as well as following the same procedure.
2. Recruitment continues for Family Development Specialists and Teacher Caregiver vacancies.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 220; Monthly ADA: Center Base: 59.60%, Home Base: 96.52%

Wait List Total: 106

Total enrollment for Early Head Start for the month of February 2022 was 220. Like Head Start, EHS Home Base also provided virtual services to pregnant mothers, children and families due to the increased rate of exposures and positive result for COVID-19 for approximately three weeks. Effective, February 22, 2022, EHS Home Base resumed with in-person home visits. As for our EHS Center Base classes at Jane Addams and the Child Development Center, they have





**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

remained open for in-person services to support and accommodate working parents. In the month of February, we received a total of 79 online referrals from our Fresno EOC website. ERSEA staff and EHS personnel continue to collaborate and partner with local agencies that provide services to our target areas and populations. In February, we also participated in one virtual outreach event with Women, Infants, & Children (WIC) to recruit our targeted population. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 312 Lunches: 355 Snacks: 270

**IV. Head Start**

Program Information Summary:

1. Twenty-seven CSPP files submitted to our Internal Auditor were returned Friday, February 25, 2022, to the CSPP office. The auditors didn't have questions or concerns about our enrollment files.
2. February 15, 2022, management staff attended the Region IX New Leaders Cohort - Module 2.
3. February 17, 2022, Head Start Director and Education Services Manager met with Community Care Licensing at their request to review applications for Richard Keyes Head and La Colonia Head Start and received guidance/clarification of corrections needed to be made.
4. February 17, 2022, meeting with Michael Duarte from Housing Authority took place to discuss property in Mendota for a possible Head Start site. Follow up meeting will be scheduled by Support Services to visit the property and discuss next steps.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1496; Monthly ADA: Center Base 85.12%; Home Base: 79.54%

Wait List Total: 506

Total Head Start enrollment for February 2022 was 1496. At the beginning of this month, all regularly scheduled classes provided virtual services to children and families, due to the ongoing increased positive and exposure rates of COVID-19 for staff and children. However, the following CSPP classes (full day, full year) continued to provide in-person services: Dakota Circle, Franklin, Wilson, Cantua, and Sequoia Head Start. Towards the end of the month, as the positivity and exposure rate decreased, it was determined that all classes and program options would resume in person services effective, February 22, 2022. To support our ongoing recruitment and enrollment efforts, we received 60 online referrals from our Fresno EOC website for the month of February. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 4438 Lunches: 5340 Snacks: 4381

Submitted by:

Rosa M. Pineda  
Head Start Director

Nidia Davis  
Program Support Director

(FEBRUARY 2022 BOARD PUR) CQ 03/23/22 ~ CWPC (2021-2022 (PUR (BOARD))) ~



## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> May 9, 2022	<b>Program:</b> Women, Infants & Children
<b>Agenda Item #:</b> 5A	<b>Director:</b> Annette Thornton
<b>Subject:</b> WIC Funding Contract	<b>Officer:</b> Jack Lazzarini

### Recommended Action

Staff recommends Committee ratification for full Board consideration of the Women, Infants and Children (WIC) funding application package, submitted to the California Department of Public Health (CDPH), WIC Division on April 14, 2022, in the amount of \$20,784,015, throughout the next full 3-year term.

### Background

On March 4, 2022, Fresno EOC WIC received a funding award letter from CDPH WIC Division for Federal Fiscal Year (FFY) 2023 – 2025. Funding is based on the average number of WIC participants certified from the previous fiscal year. Caseload assignment has increased to 27,440 participants, which is 1680 more participants than the current contract. Base funding and rate per participant dollar amounts also increased due to rising operational costs.

Breastfeeding Peer Counseling Program received a 20% cost of living adjustment statewide, which is an increase of \$50,701 compared to our current contract.

Funding description and yearly amounts are listed in the table below.

<b>Description of Funding</b>	<b>FFY 2023 (Year 1)</b>	<b>FFY 2024 (Year 2)</b>	<b>FFY 2025 (Year 3)</b>
Nutrition Services and Administration (NSA) Base Funding	\$6,568,356	\$6,568,356	\$6,568,356
NSA Special Project Funding	\$65,544	\$47,544	\$47,544
Farmers Market Nutrition Program (FMNP)	\$1,900	\$1,900	\$1,900
Breastfeeding Peer Counseling (BFPC) Program	\$304,205	\$304,205	\$304,205
<b>Total Contracted Funding for FFY 2023 - 2025</b>	<b>\$6,940,005</b>	<b>\$6,922,005</b>	<b>\$6,922,005</b>

Contract application package was due to CDPH WIC on April 19, 2022.

## **Fiscal Impact**

With the increased funding, Fresno EOC WIC is able to maintain current staffing and hire two additional Nutrition Assistants, one Supervisor, and one Informational Technology Support Specialist for continued support of WIC service modernization and remote services. Funding also allows a 3% annual Cost of Living Adjustment.

There is an \$18,000 decrease in NSA Special Project Funding after the first year. Fresno EOC WIC is currently participating in CDPH WIC's Data Users Group, and this is set to expire at the end of FFY 2023, with no impact to staffing or services.

Additional BFPC funds will be used to increase hours for part-time BFPC staff.

## **Conclusion**

If ratified by the Committee, this item will move forward for full Board consideration at the May 25, 2022 Commission Meeting and Fresno EOC WIC will continue providing services for the next three federal fiscal years, beginning October 1, 2022, through September 30, 2025.



## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> May 9, 2022	<b>Program:</b> Equity & Impact
<b>Agenda Item #:</b> 6A	<b>Director:</b> Kevin Williams
<b>Subject:</b> Grant Tracker	<b>Officer:</b> Emilia Reyes

### Background

The information presented in the Grant Tracker is intended to keep the Board apprised of the program grant activity for Fresno EOC.

**Fresno Economic Opportunities Commission**  
**Grant Tracker**  
**Friday, April 29, 2022**

<b>FUNDED</b>							
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Date of Notice</b>	<b>Amount Awarded</b>
11/2/2021	<b>Sanctuary and Support Services</b>	<b>Foundation Grant</b>	<b>Slave 2 Nothing Foundation</b>	\$30,000	11/17/2021	4/4/2022	\$20,000
Emergency safe housing, food and support services for victims of human trafficking							

<b>PENDING GRANTS</b>						
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Expected Date of Notice</b>
3/15/2021	<b>Energy Services</b>	<b>Energy Efficiency Grant Program</b>	<b>Energy Upgrade California</b>	\$20,000	3/24/2021	Not specified
Outreach to rural and urban Fresno County residents through direct and indirect methods about energy efficiency benefits and best practices.						
3/9/2022	<b>Energy Services</b>	<b>American Rescue Plan</b>	<b>County of Fresno</b>	\$1,200,000	3/23/2022	Not specified
Install PV solar systems on approximately 70 low-income family homes						
3/2/2022	<b>Food Services</b>	<b>General Proposal</b>	<b>Kaiser</b>	\$25,000	4/1/2022	By end of May 2022
Funds to support rural food distributions in Fresno County						
3/15/2022	<b>Food Services</b>	<b>General Proposal</b>	<b>Sisters of St. Joseph</b>	\$50,000	4/1/2022	Not specified
Funds to support rural food distributions in Fresno County						
3/30/2022	<b>Head Start, WIC, Health Services, African American Coalition</b>	<b>Community Learning Center Operator</b>	<b>First 5 Fresno County</b>	\$150,000	4/1/2022	6/8/2022
Operate the second floor of the Lighthouse for Children facility, providing services to families of children 0 to 5, including coordination of partner-provided services.						
3/17/2022	<b>Health Services</b>	<b>California Responsibility Education Program (CA PREP)</b>	<b>CA Department of Public Health, Maternal, Child and Adolescent Health Division</b>	\$1,875,000	3/23/2022	Not specified
Implement the Adolescent Sexual Health Education Program (ASH Ed) to educate youth on preventing pregnancies and STIs						
3/8/2022	<b>Health Services</b>	<b>Comprehensive Sexual Health Education Services</b>	<b>Fresno Unified School District</b>	\$2,067,000	4/1/2022	4/6/2022
Provide Positive Prevention PLUS curriculum to 19 middle schools, 7 high schools and 5 alternative education sites over a 3-year contract period.						
4/15/2021	<b>Sanctuary and Support Services</b>	<b>Fresno Rotary Grants</b>	<b>Fresno Rotary</b>	\$15,000	5/26/2021	8/1/2021
Purchase and installation of new double paned windows at the Sanctuary Shelter						
10/18/2021	<b>Sanctuary and Support Services</b>	<b>Homeless Youth Emergency Services Pilot Program</b>	<b>Cal OES</b>	\$2,375,000	3/23/2022	Not specified
Continue providing comprehensive services to youth experiencing homelessness. Funds will support personnel, operational and supportive services costs						

PENDING GRANTS						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
12/30/2021	<b>Sanctuary and Support Services</b>	<b>Human Trafficking Victim Assistance Grant</b>	<b>Cal OES</b>	\$666,666	1/26/2022	4/1/2022
	Identify human trafficking victims, connect them to service delivery system, provide training and technical leadership and provide leadership of the regional Central Valley Freedom Coalition					
3/11/2022	<b>Sanctuary and Support Services</b>	<b>Basic Center Program</b>	<b>Department of Health and Human Services</b>	\$200,000	3/23/2022	Not specified
	Funds to support daily operations, onsite personnel, case management services and basic necessities of the Sanctuary Shelter					
7/26/2021	<b>Strategy &amp; Resource Development</b>	<b>CSBG CARES Act Rapid Cycle Impact Project</b>	<b>Administration of Children and Families</b>	\$250,000	9/22/2021	Not specified
	Provide 30 families with children enrolled in Head Start Huron with monthly supplemental incomes for a 12-month period					
10/7/2020	<b>Street Saints</b>	<b>Homework Center Proposal</b>	<b>Bank of America</b>	\$60,000	10/13/2020	Not specified
	Establish an afterschool tutoring program at the Hinton Center for up to 90 kids/day, five days/week. (Competitive - new)					
11/13/2020	<b>Street Saints</b>	<b>Youth Services</b>	<b>City of Fresno</b>	\$661,030	12/16/2020	After 12/9/20
	Partnership with Faith in the Valley and Fresno Barrios Unidos to provide paid internships, park clean up and afterschool programming.					
3/24/2021	<b>Transit Systems</b>	<b>FTA Section 5310 Elderly &amp; Disabled Specialized Transit</b>	<b>Fresno COG</b>	\$533,238	4/16/2021	April/May 2021
	For the purchase of six (6) passenger vehicles with ADA equipment to replace vehicles purchased between 2007-2008					
1/5/2022	<b>Training &amp; Employment</b>	<b>YouthBuild AmeriCorps</b>	<b>Corporation for National and Community Service</b>	\$175,000	3/23/2022	Not specified
	Operational funding will assist with salaries for several LCC staff and facilities operations					
2/10/2022	<b>Training &amp; Employment</b>	<b>Good Jobs Challenge</b>	<b>Economic Development Administration</b>	\$2,625,000	3/23/2022	No later than April 2022
	Scale the Valley Apprenticeship Connections (VAC) Program to include six rural cohorts serving rural Fresno County					
3/9/2022	<b>Training &amp; Employment</b>	<b>American Rescue Plan Act Statement of Interest</b>	<b>County of Fresno</b>	\$48,548	3/23/2022	Not specified
	Update computers in LCC's lobby and computer lab, including software, licensing and associated equipment					